School Instructions
2004 California School Technology Survey

The instructions for the 2004 California School Technology Survey are intended to help school staff complete the school site survey. Schools are an essential element to the survey process. School Responsibilities:

- Retrieving the Personal Identification Number (PIN) and School Survey System Password from the district technology survey coordinator.
- Completing the 2004 California School Technology Survey by March 19, 2004.
- Ensuring the accuracy of the school survey data. A number of education technology grant programs use the California School Technology Survey data to determine eligibility and grant award amounts, so it is critical that the technology data are timely and accurate.

Instructions

1. On the Internet, go to the 2004 California School Technology Survey Web page located at *http://www.cde.ca.gov/ls/et/rs/techsurvey.asp*. On this page, there are links to survey instructions, downloadable copies of the survey documents, prior years' survey reports, and access to the 2004 California School Technology Survey input screens.

2. It may be useful to print a copy of the survey. One method for completing the school surveys is to download and print a copy of the survey form, collect all the needed school site technology data, fill the paper survey form, and complete the online survey, using the hardcopy as the data entry reference.

3. To enter data, select "Take me to the 2004 survey" from the main survey Web page at *http://www.cde.ca.gov/ls/et/rs/techsurvey.asp*. Select "school" as the survey type. Select the desired county, district, and school from the drop-down menus.

4. Enter the District (PIN) and School Survey System Password. The PIN (number) and School Survey System Password for the 2004 California School Technology Survey has been emailed to each district office (i.e., Superintendent and 2003 school technology survey coordinator). Passwords are to be shared only with those who are designated for completing the survey at the school sites.

5. Select the survey section and begin entering data. You must select, "Save the section" to save the data entered before exiting each section of the survey.

6. For assistance contact your California Technology Assistance Project (CTAP) office. CTAP is available to assist you if you are not able to access the Internet to complete the survey. To

email questions or comments to CTAP use the form available at
http://inet2.cde.ca.gov/techsurvey2004/contact.asp.

7. Complete the online technology survey(s) by March 19, 2004. Schools are asked to update the data at least annually, but the system is available throughout the year to input changes.

8. If school sites are not listed in the data entry screens, send an email to the "Questions/Comments" link at the top of the online survey page to CTAP, requesting the addition of a school site to the drop-down list. Similarly, if a school site no longer exists notify CTAP to delete the school.

9. To document the completed school survey, print and file a copy of the school's survey as it is completed using the "Printer Friendly Version" link from the main technology survey menu.

10. Survey Tips

- Some of data fields have been pre-populated with data from the 2003 survey. The purpose of pre-populating data is to provide a reference to last year's data to check for reasonability of this year's data and to reduce data entry.
- It is not necessary to complete the entire survey in one session. For example, save the survey after completing one section and return to it the next day and complete the rest of the survey.
- Completing the entire survey is important to the data collection. If you do not know an answer to a question, an acceptable response is "Don't know". In some cases the field can be left blank.
- To email questions to regional CTAP contacts, use the Questions/Comments link at the top of the survey screen, select the appropriate CTAP region, and system will provide the CTAP contact's email address.

In addition to the survey instructions, regional CTAP staffs are available to assist with completing the survey. Questions and comments can be submitted to CTAP by using the form at *http://inet2.cde.ca.gov/techsurvey2004/contact.asp*.

Thank you for supporting this important data collection effort.